

DDS&T-2215-78

15 May 1978

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : LESLIE C. DIRKS
Deputy Director for Science and Technology

SUBJECT : Development of Promotion Criteria and
Establishment of Career Service Panels
for the Career Management of Secretarial
and Clerical Personnel

REFERENCE : a. Memorandum for Directorates from DDCI,
13 April 1978, Subject: Establishment
of Career Service Panels for the
Career Management of Secretarial and
Clerical Personnel

b. Memorandum for Directorates from DDCI,
7 April 1978, Subject: Uniform
Promotion System

c. Memorandum for Directorates from Director
of Personnel, 4 May 1978, Subject: Initial
Guidelines Regarding Implementation
of the DDCI's Memorandum on Establishment
of Career Service Panels for Secretarial
and Clerical Personnel

1. The following is provided to advise you of actions taken within the S&T Directorate to comply with the requirements of reference a and b to establish a clerical and secretarial personnel management system and to develop and publish additional promotion criteria by 15 May 1978.

a. Effective immediately, the Directorate has established a Senior Clerical Career Service Panel for GS-08 and above clerical and secretarial employees. The four existing clerical panels will continue and two additional panels are in the process of being

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established for ranking, evaluation, promotion and career management of GS-07 and below employees. A notice will be published advising all S&T employees of the establishment of the new system.

b. The membership of the S&T Senior Clerical Career Service Panel will comprise each office Executive Officer (GS-15 and above), the senior Directorate secretary (GS-11), and the Directorate Records Management Officer (GS-12). The panel will be chaired by the DDS&T Executive Officer, and the DDS&T Career Management Officer will function as Executive Secretary and advisor.

c. As directed, jurisdiction for senior secretarial personnel GS-08 and above has been transferred from the offices to the new S&T senior panel.

d. Additional information and implementation plans for the clerical and secretarial panel system will be forwarded as they are developed.

e. The DDS&T Career Service Board reviewed [redacted] and the promotion criteria contained in the DDS&T Personnel Management Employee Handbook. It was the consensus of the Board that additional specific criteria are not required at this time. However, we will continue to review our policy to insure that it is current and applicable as new policy is developed. STAT

2. We will look forward to the development of a Career Service Grade Authorization (CSGA) data base for our secretarial and clerical personnel. Based on our initial work in implementing a clerical panel system, we feel confident that we can meet a reasonable target date for full implementation once this is established.

[redacted]

LESLIE C. DIRKS

cc: Director of Personnel

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